



A D D E N D U M   N O .   1 ,   D A T E D   0 5 / 1 1 / 2 1

RE:   Invitation to Bid to be Returned June 2, 2021, 4:00 p.m.  
Furnish and Deliver Printing Supplies, Specialty Paper, Shipping  
Supplies, Mailing Supplies, Wide Format Inks, Wide Format Paper &  
Vinyl Supplies on an As-Needed Basis for the Document Source  
Department

Dear Bidder,

Bidder is requested to note the following:

In reference to the Item Specifications - Price Response Form, the numbers listed in the 3<sup>rd</sup> column from the left with no heading was mistakenly included on the list. It is an internal inventory number and can be ignored when responding to the ITB. Examples of the numbers being referenced is: A809377, 7883100, or D81199. Please disregard that column completely.

The bidder should acknowledge receipt of the addendum by:

- 1) Referencing the addendum on the Response Signature form; or
- 2) by including the addendum with the bid response; or
- 3) by returning the addendum under separate cover if the response has already been mailed.

Sincerely,

Phyllis Hoover, CPPB

Name of  
Bidder: \_\_\_\_\_

Acknowledged  
by: \_\_\_\_\_

Signature

Date